



STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
OFFICE OF PERSONNEL SERVICES  
P. O. BOX 2360  
HONOLULU, HAWAII 96804

# SUBSTITUTE TEACHER OBSERVATION AND EVALUATION REPORT

## INSTRUCTIONS:

For substitute teacher being evaluated, please complete this worksheet. (EVALUATE BY EXCEPTION ONLY)

### I. CLASSROOM CONTROL AND STUDENT RELATIONS

- Can manage classroom routines
- Is able to maintain behavior control positively
- Has respect for the individual student and demonstrates courtesy
- Is able to accept differing pupil viewpoints
- Is fair and understanding
- Is able to communicate effectively with students

	Sat.	Unsat.
Can manage classroom routines	X	
Is able to maintain behavior control positively	X	
Has respect for the individual student and demonstrates courtesy	X	
Is able to accept differing pupil viewpoints	Did Not Observe	
Is fair and understanding	X	
Is able to communicate effectively with students	X	

### II. INSTRUCTIONAL SKILLS

- Utilizes lesson plans arranged by regular teacher(s)
- Is able to adapt plans to class situation
- Can motivate students positively
- Uses own background knowledge and experience to enrich planned lessons
- Is able to develop and implement own lesson plans as necessary

Utilizes lesson plans arranged by regular teacher(s)	X		
Is able to adapt plans to class situation	X		
Can motivate students positively	Did Not Observe		
Uses own background knowledge and experience to enrich planned lessons	Did Not Observe		
Is able to develop and implement own lesson plans as necessary			

### III. PROFESSIONAL ATTITUDES

- Seeks information about the school/class/grade routines and rules
- Meets obligations as set by the administration and staff
- Provides written informational feedback to regular teacher
- Is able to serve with the professional staff while at the school
- Meets role function and responsibilities of an effective substitute teacher

Seeks information about the school/class/grade routines and rules	X		
Meets obligations as set by the administration and staff	X		
Provides written informational feedback to regular teacher	X		
Is able to serve with the professional staff while at the school	Did Not Observe		
Meets role function and responsibilities of an effective substitute teacher	X		

### IV. EVALUATION

Mr. Robert Sherez  
(Name of Substitute Teacher) has been observed by the undersigned while  
teaching at Ahuimanu Elementary School during the period of one day, March 20, 1991  
to \_\_\_\_\_

COMMENTS (Attach additional comments) Mrs. Eugenia Bowler, regular grade six teacher, and  
requested for Mr. Robert Sherez' assistance in being the substitute teacher.

This substitute teacher (Check One):

- ☒ 1. MEETS the expectations of the Department  
☐ 2. DOES NOT MEET the expectations of the Department.

Signature of Substitute Teacher  
(My signature does not necessarily indicate approval.)

Date

Signature of Observer/Evaluator and Title

Date

EXHIBIT 9